

INSTITUTION	
Name	ENSEIRB-MATMECA - BORDEAUX INP
Erasmus Code	F BORDEAU54
PIC	991798035
Website	enseirb-matmeca.bordeaux-inp.fr

INTERNATIONAL RELATIONS OFFICE	
Address	ENSEIRB-MATMECA – International Relations Office 1 avenue du Dr. Albert Schweitzer - B.P. 99 33402 Talence Cedex FRANCE
Director	Dr. François Rivet: dir_sri@enseirb-matmeca.fr
Incoming students	Mrs. Flavie Dupouy: iro@enseirb-matmeca.fr / +33 5 56 84 23 65
Outgoing students	M. Alexis Tardif: irs@enseirb-matmeca.fr / +33 5 56 84 23 32
Website	<a href="https://enseirb-matmeca.bordeaux-inp.fr/fr/international-venir">https://enseirb-matmeca.bordeaux-inp.fr/fr/international-venir</a>

NOMINATION AND APPLICATION PROCEDURE		
Academic Calendar 2020-2021	Link to academic calendar	
	<b>1<sup>st</sup> semester</b> <i>(fall &amp; full year)</i>	<b>2<sup>nd</sup> semester</b> <i>(spring)</i>
	<b>September to January</b>	<b>January to June</b>
Nomination deadline <i>(by home institution)</i>	<b>1 May</b>	<b>15 October</b>
	Nomination by home institution by email at: dir_sri@enseirb-matmeca.fr with full name, email address, field & year of study of the student. Nominated students will receive an email with information about registration and application, together with the online application link.	
Application deadline <i>(by student)</i>	<b>15 May</b>	<b>30 October</b>
	Online application has to be filled via this website (available in French & English)	
Application Documents <i>(provided by the student)</i>	The following documents must be uploaded when applying online: <ul style="list-style-type: none"> <li>- Academic transcript of records</li> <li>- Resume</li> <li>- Cover letter</li> <li>- Proof of language proficiency (French B1 recommended)</li> <li>- Learning Agreement</li> <li>- Letter of Acceptance by home institution (or e-nomination)</li> <li>- ID or Passport</li> </ul>	
Acceptance	The International Relations Office will send by email a "Letter of Acceptance" to the student within 4 weeks after online application deadline.	

ACADEMIC INFORMATION FOR STUDIES	
Courses Catalogue	<p><a href="http://www.enseirb-matmeca.fr/syllabus/">http://www.enseirb-matmeca.fr/syllabus/</a></p> <p>Engineer in Electronics</p> <p>Engineer in Computer Sciences</p> <p>Engineer in Telecommunications</p> <p>Engineer in Mathematics and Mechanics</p> <p>Students must choose courses within the same Department &amp; semester.</p>
International Department Coordinator	<p>Students can contact their International Department Coordinator to agree on the selected courses before applying online:</p> <ul style="list-style-type: none"> <li>- Electronics: <a href="mailto:resp_sri_elec@enseirb-matmeca.fr">resp_sri_elec@enseirb-matmeca.fr</a></li> <li>- Computer sciences: <a href="mailto:resp_sri_info@enseirb-matmeca.fr">resp_sri_info@enseirb-matmeca.fr</a></li> <li>- Telecommunications: <a href="mailto:resp_sri_telecom@enseirb-matmeca.fr">resp_sri_telecom@enseirb-matmeca.fr</a></li> <li>- Mathematics &amp; Mechanics: <a href="mailto:resp_sri_mmk@enseirb-matmeca.fr">resp_sri_mmk@enseirb-matmeca.fr</a></li> </ul>
Short explanation	<p>Maximum 30 ECTS per semester</p> <ul style="list-style-type: none"> <li>- “First year” = 3rd year of Bachelor = semesters 5 &amp; 6</li> <li>- “Second year” = 1<sup>st</sup> year of Master = semesters 7 &amp; 8</li> <li>- “Third year” = 2<sup>nd</sup> year of Master = semesters 9 &amp; 10</li> </ul>
Language requirements	<p>All our courses are mainly taught in <b>French</b>, only a few courses in 3<sup>rd</sup> year are taught in English. Recommended French level is <b>B1</b>, but not compulsory.</p> <p>Exchange students are required to take a language test in French upon arrival. Free French courses (FLE – “Français Langue Etrangère”) are offered in both semesters, twice a week, for those whose level is insufficient.</p>

INFORMATION FOR INTERNSHIPS	
<i>(no internships allowed with our partnering companies)</i>	
Duration	<ul style="list-style-type: none"> <li>- Minimum: 1 week</li> <li>- Maximum: 6 months</li> </ul>
Application Procedure	<ol style="list-style-type: none"> <li>1. Students apply directly to one of our 4 associated laboratories IMS, Labri, IMB, I2M by sending by email the following information: <ul style="list-style-type: none"> <li>- Research Center</li> <li>- Topic/subject</li> <li>- Dates &amp; duration (our School is closed in August)</li> <li>- Resume in English</li> <li>- Copy of passport (bio page)</li> </ul> </li> <li>2. Once accepted by the laboratory, please send the Learning Agreement for Traineeships at <a href="mailto:dir_sri@enseirb-matmeca.fr">dir_sri@enseirb-matmeca.fr</a>.</li> <li>3. Our International Relations Office will assist students with the registration procedure at ENSEIRB-MATMECA.</li> </ol> <p>More information.</p>

**PRACTICAL INFORMATION FOR EXCHANGE STUDENTS**

<p><b>Accommodation</b></p>	<p>Students are strongly advised to book accommodation in advance. Options:</p> <ul style="list-style-type: none"> <li>• <u>Room in a CROUS dormitory in a student residence:</u> CROUS has a very limited number of rooms. We cannot guarantee a room.</li> <li>- Students coming for 1 semester have to apply via: <a href="https://trouverunlogement.lescrous.fr/">https://trouverunlogement.lescrous.fr/</a> (no deadline)</li> <li>- Students coming for at least 2 semesters have to apply for an International Student Accommodation Form (DSE) before 15 May via: <a href="https://www.messervices.etudiant.gouv.fr/envole/">https://www.messervices.etudiant.gouv.fr/envole/</a></li> <li>• <u>Room (or flat) in a student residence via private agencies:</u> Recommended agencies: All Suites, Suite'Etudes, Campusea, Stud'Otel, Studi'O.</li> <li>• <u>Room in a flat share with other people:</u></li> <li>- <a href="https://www.lacartedescolocs.fr/colocations/nouvelle-aquitaine/bordeaux">https://www.lacartedescolocs.fr/colocations/nouvelle-aquitaine/bordeaux</a></li> <li>- <a href="https://www.leboncoin.fr/colocations/offres/aquitaine/">https://www.leboncoin.fr/colocations/offres/aquitaine/</a></li> </ul> <p>For assistance with housing, please contact our Accommodation Information Department at: <a href="mailto:info_logement@enseirb-matmeca.fr">info_logement@enseirb-matmeca.fr</a></p>
<p><b>Insurances &amp; fees</b></p>	<ul style="list-style-type: none"> <li>• <u>Social Security</u> (health insurance): The student will not be required to pay social security contributions. He/She will need to register on the dedicated website for students in order to be covered for his/her medical expenses, except if he/she has a European health insurance card. More information about French social security.</li> <li>• <u>Civil Liability</u> (damages insurance): Students are required to subscribe a Civil Liability insurance to be covered for damages when enrolling at our School. Possible to purchase it in France upon arrival (18€ per year).</li> <li>• <u>Contribution Vie Etudiante et de Campus (CVEC):</u> As an international exchange student, students do not have to pay it. For double-degree exchange, students may pay tuition fees (601 € + CVEC 92 €) during their second year at ENSEIRB-MATMECA, depending on the agreement signed between both institutions.</li> </ul>
<p><b>Visa</b></p>	<p>European students do not need a visa or “titre de séjour”. Non-European students need to follow visa procedure. More information.</p>
<p><b>International Students Support</b></p>	<p>Our student association “<i>CluBee</i>” welcomes international students to make their stay in Bordeaux enjoyable. They make sure to fully integrate incoming students: they provide administrative support and organize a trip to a European city every year. Upon request when applying, <i>CluBee</i> can pick up students from the airport/railway station (upon availability) to their accommodation. <a href="mailto:clubee@enseirb-matmeca.fr">clubee@enseirb-matmeca.fr</a></p>